

Opening Date: May 13, 2022
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 22-81
Monthly Salary: \$4,023.17 - \$4,921.77*
Group/Class: B21/0606
Travel %: 5%
Division/Department: WSI/OoP/WSP/WUPD/WUS
Number of Positions: 1

*Salary commensurate with experience and qualifications

JOB VACANCY NOTICE

Water Use Survey Discipline Lead (Research Specialist IV)

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

Texas Water Development Board's Mission

Leading the state's efforts in ensuring a secure water future for Texas and its citizens.

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>.

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of IS – Intelligence Specialist, 35F Intelligence Analyst, 8850 Operations Analyst or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf

Job Description Summary

Performs advanced (senior-level) research and technical assistance work. Work involves leading the daily operation and program function of the annual water use survey and quality control checks for data accuracy, developing and reporting of water use estimates, performing technical review of program functions to improve survey collection and review processes, conducting data analysis and research to provide expertise in water use trends, and coordinating with internal and external stakeholders in water use data collection and dissemination. May provide guidance to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Water Use & Planning Data Department.

Essential Job Functions

- Leads the annual water use survey to include tasks and timelines related to mail handling, survey maintenance, and organization of files and tables related to historical data.
- Leads the data collection, review, and annual water use estimates for all categories of water use and planning.
- Leads the quality assurance/quality control review of data sets to improve data integrity, accuracy, and reliability.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)

Revised 5/10/22



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

- Analyzes water use survey data sets using statistical methods and relational databases.
- Develops quality assurance procedures and conducts quality assurance reviews of water use survey data.
- Develops innovative approaches to presenting and disseminating the historical water use data and information to internal and external customers and stakeholders.
- Coordinates with other agency program areas as necessary to cross-review water use data and collect supplemental water use data.
- Conducts survey data entry of water use survey.
- Answers phone calls for assistance in completing the survey and responds to requests for water use and planning data.
- Scans, imports, and indexes submitted surveys into the Hal File storage applications.
- Updates and prepares survey forms, letters, and procurement of supplies used in mailing the survey.
- Updates the water use survey webpages.
- Identifies additional functionalities and reporting methods to support and improve the annual water use survey program.
- Assists in the enhancements to the water use survey online application as the business area lead for Information Technology Department projects.
- Leads studies and research related to water use trends and technology changes in various water use categories.
- Prepares and maintains written documentation relating to the annual water use survey administration and estimation processes.
- Writes, edits, and reviews technical reports and summaries of findings.
- Prepares correspondence related to completion of the survey.
- May provide guidance and training to others.
- Participates in Supervisor-approved Career Development Plan activities, including the establishment of employee goals and identification of job-related training opportunities as discussed with Supervisor.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with a bachelor's degree in Planning, Resource and Environmental Studies, Geography, Public Administration, Computer Science, or a related discipline.
- Three years of data analysis work experience Planning, Resource and Environmental Studies, Geography, Public Administration, Computer Science, or related field.
- Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications

- Graduate degree from an accredited college or university with major course work in Planning, Resource and Environmental Studies, Geography, Public Administration, Computer Science, or a related discipline.
- Three years of work experience with relational databases, including querying, reviewing, and reporting data
- Experience querying data using Microsoft SQL Server Management Studio.
- Experience in water planning and/or water use data.
- Experience in developing data dashboards.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to department, and of the principles and practices of public administration.
- Knowledge geographical concepts, their application to data analysis, and geographical presentation of data.
- Knowledge of relational databases and data management.
- Knowledge of statistical concepts and methods and their application to research analysis, of measurement, testing, and evaluation, and of research methods, principles, techniques, and philosophies.
- Skill in conducting qualitative and quantitative research, in the use of a computer and applicable software, and in using statistical tools and programs.
- Skills in using Microsoft Office programs including Microsoft Word, Excel, Access, and SQL.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in querying data using software such as Microsoft Access or SQL Server.
- Skills in creating data dashboards using software such as Tableau or Microsoft Power BI.
- Skills in building data-related reports using software such as Microsoft Access, Crystal Reports, or Microsoft SQL Server Reporting Services.
- Ability to plan, organize, and coordinate research projects; to evaluate research data; to ensure the development of measuring instruments with respect to reliability, relevance, and validity; to interpret and publish research findings; to communicate effectively; and to supervise the work of others.
- Skills in organizational, interpersonal and oral and written communication skills.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to train others.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to manage, manipulate, and analyze complex databases.
- Ability to schedule work to maintain regular progress on assignments and meet deadlines.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.